

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution  | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                          | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                    | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                        | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                               | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Individuals' contracts are being renewed for positions of GIS Specialists and technician and also the GIS Manager position. They are currently assigned to the Geographical Information Systems of IT, and are responsible for providing technical support on all mapping issues for the City of El Paso. Contract employees, contracts must be approved by City Council before they can assume their duties.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

Robin Ransom	\$2460.80	GIS Manager
Ida Ramos	\$1779.02	GIS Specialist
Ron J. Nelson	\$1622.03	GIS Specialist

## Statutory or Citizen Concerns:

None

## Departmental Concerns:

Department needs to have these resources in place in order to provide continued technical support on all mapping issues affecting City departments. Additionally, the City of El Paso has been designated as the site for the Regional GIS Center and will serve as the central repository place for all GIS information concerning this region.

07/07/04 11:15 AM  
INFORMATION TECHNOLOGY

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **JAMES R. NELSON**, to assist the Information Technology Department as a Geographic Information Systems Specialist at a biweekly rate of \$1,622.33 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

**APPROVED** this 7th day of July, 2004.

THE CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS            )  
                                      )  
COUNTY OF EL PASO        )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **JAMES R. NELSON**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Geographic Information Systems Specialist; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of One Thousand Six Hundred Twenty-Two and 03/100 Dollars (\$1,622.03). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso  
Information Technology Department  
Attn: Director  
#2 Civic Center Plaza  
El Paso, Texas 79901

EMPLOYEE: James R. Nelson

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 7th day of July, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
James R. Nelson  
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

\_\_\_\_\_  
Tony Montoya, Director  
Information Technology Department

ATTACHMENT A  
SCOPE OF DUTIES STATEMENT

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST (EL PASO CONTRACT POSITION)

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Summary

Under direction, develop and maintain computer based Geographic Information System (GIS), assess user needs, develop database applications and provide technical support.

Typical Duties

Develop and maintain computerized databases of multi-layered maps and related spatial data. Involves: Maintain standards for symbology, code use, dimensioning, labeling, layering and other features to assure standardization between drawings. Operate workstation to perform map digitizing and geographic record data entry. Translate metes and bounds into digitized drawings and legal descriptions. Import and transform maps, drawings, and databases. Review and correct errors in data.

Assess user needs and develop database applications to support demographic, land use, municipal, emergency services, physical or similar projects. Involves: Determine nature, extent, sources and purposes of data to be depicted. Integrate user needs with GIS capabilities to propose solution including alternate modes of presentation, and develop templates, screens, macros and other similar graphical interfaces. Perform map overlay, buffering and other spatial analysis functions, and generate thematic maps, graphs, statistical reports and similar records.

Provide technical database and operational support. Involves: Schedule and coordinate user system access and activities. Train users in operation of workstation and software. Analyze information processing needs and recommend acquisition, upgrade of system hardware and software to system steering committee. Develop interface between system hardware and software, and resolve operational problems and computer system failures.

Supervise subordinate personnel during projects or in the absence of GIS Manager or Administrator. Involves: Participate in planning, assigning and reviewing work. Assist with training and development activities and enforcement of personnel rules and regulations, standards of conduct and work attendance, and safe working practices.

Perform miscellaneous related duties such as GIS administrative support, as required.

Minimum Qualifications:

Training and Experience: Equivalent to a combination of a Bachelor's degree in Management Information Systems, Computer Science, Geography, Geographic Information Systems, Planning or a related field and two (2) years experience using GIS systems for engineering drafting, surveying, cartography or photogrammetry.

# James R. (Ron) Nelson

## PROFILE

A versatile data processing professional with solid ability to take an assignment from inception to implementation. Exceptional ability to learn new skills quickly and to work effectively with all levels of personnel. Over thirty years' experience in the information technology field including positions as programmer, Systems Analyst, Data Processing Manager, GIS Specialist and Computer Language Instructor.

## ACCOMPLISHMENTS

- Advanced from Part-Time Instructor to Site Manager and Chief Instructor in less than a year while employed by Southern Technical College.
- Quickly learned the programming language used by the GIS Department's ArcView mapping software. This allowed me to create an integrated system of eighty four programs ("Scripts") that will be very useful to the Crime Analysis personnel in the El Paso Police Department. Also modified a purchased program ("CrimeView") to accept almost any type of input, with only a few restrictions, and added 26 more scripts, making the program very easy to use for the Crime Analysis personnel.
- Created and maintained large database cross-referencing the "Student Information System" files with "authorized" users of the files while a consultant for the University of Texas at El Paso. Implementation of this database resulted in major changes to the security procedures for these very sensitive files.

## EXPERIENCE

### **CITY OF EL PASO**

El Paso, Texas

**2002 - Present**

#### **GIS Specialist**

Due to previous experience in the El Paso Police Department, currently performing liaison duties between the GIS section and the Crime Analysis personnel in the Police Department. Current duties include programming, debugging, testing, installing and documenting crime mapping programs for ArcView GIS mapping system. Also maintain Visual Basic program which extracts data from the Police RMS System and creates usable data for the police crime analysis personnel

### **EL PASO POLICE DEPARTMENT**

El Paso, Texas

**1997 - 2002**

#### **Programmer-Analyst**

Analysis, design, coding and implementation of computer programs utilizing Microsoft Visual Basic 6.0 and Visual Basic for Applications. Created database applications using Microsoft Access. Created intranet applications using Microsoft Front Page. Installed several systems using MapInfo and ArcInfo mapping systems. Taught courses in MapInfo, beginning Microsoft Access and intermediate Microsoft Access.

### **EL PASO POLICE DEPARTMENT**

El Paso, Texas

**1996 -1997**

#### **Senior Research Assistant**

Performed research and planning tasks related to departmental operation. Responded to surveys received by department by gathering, compiling and summarizing data and presenting results in the form of charts and written text. Directed proposals for acquisition of equipment and furniture. Participated in estimating costs of proposals and forecasting future demands on departmental resources. Prepared monthly, quarterly and annual reports to management detailing accomplishments by department. Instructed Departmental Research Assistants in the use of several software packages, including Microsoft Word, Excel, PowerPoint and Access. Created scripts to automate repetitive steps in production of scheduled reports using Visual Basic for Applications programming language.



**SOUTHERN TECHNICAL COLLEGE**  
El Paso, Texas

1993-1996

Taught Computer Literacy, WordPerfect, dBASE III+, Lotus 1-2-3 and Microsoft Word computer courses and Business Communications, Business Math and Accounting auxiliary courses to inmates at La Tuna Federal Correctional Institution. As Site Manager/Chief Instructor, responsibilities included:

- ☐ Supervision of all instructors, with authority to hire and fire.
- ☐ Scheduling of eight three-hour class periods every two months, and coordinating the classes with available instructors.
- ☐ Interaction with Bureau of Prison personnel while functioning as liaison with corporate headquarters in Grand Prairie, Texas.
- ☐ Timely ordering of textbooks, Certificates of Completion and Diplomas.
- ☐ Processing of all paperwork necessary to obtain Pell Grant funding for prospective students.

**SELF-EMPLOYED COMPUTER CONSULTANT**  
El Paso, Texas

1982-1993

Provided wide range of data processing services, including programming, analysis, design and implementation of new systems, as well as modification to existing software. Provided clients with detailed procedures describing the operation of these systems. Conducted individual instruction in computer literacy, DOS Operating System, word processing, databases and spreadsheets.

**EL PASO NATURAL GAS COMPANY**  
El Paso, Texas

1971-1982

Responsibilities included analysis, design, coding, testing, documentation and project management of new data processing systems. Most applications involved the use of IMS data bases using PL/I and COBOL programming languages running under OS/VS2 operating system.

**GENERAL FOODS CORPORATION**  
White Plains, New York

1963-1971

Member of team charged with converting existing unit-record and manual systems to IBM 1401 computers. Promoted to position of District Data Processing Manager as a direct result of accomplishments while a member of this team.

**PROGRAMMING SYSTEMS, INCORPORATED**  
Stamford, Connecticut

1967-1969

Created course outline, including progress tests and final examination for the school's first course in IBM 360 COBOL programming language. Refined and updated the course outline during my tenure as instructor.

**COMPUTER SKILLS**

COBOL \* PL/I \* Visual Basic \* MS Office \* Visual Basic for Applications  
IBM and compatible \* DOS through 6.22 \* Windows all versions  
Microsoft Office - all modules \* MapInfo \* ArcView GIS \* Avenue \* Microsoft Front Page  
WordPerfect all versions \* Microsoft Word for Windows all versions  
Lotus 1-2-3-all versions \* Quattro Pro-all versions \* Excel for Windows all versions  
Access for Windows \* dBASE III+ \* Paradox 3.0 \* Alpha Five for Windows \* H.E.A.T.  
Telecommunications and Modems.

**EDUCATION**

UNIVERSITY OF ALABAMA  
Tuscaloosa, Alabama (Main Campus) 1954-1956  
Birmingham, Alabama (Night Classes) 1956-1961

Completed 78 hours with major in mathematics.